

Supplier Diversity Program  
Required Hard Copy Documentation

The following is a list of hard copy documentation that must be submitted with your application for the Supplier Diversity Program. Your application will not be considered complete until all required documentation has been received by DAS. Unsolicited information received from the applicant will not be considered, returned or retained.

**Required hard copy documents must be mailed to:**

**State Of Connecticut  
DAS- Supplier Diversity Program 5<sup>th</sup> FL. South  
165 Capitol Ave.  
Hartford, CT 06106-1659**

Note: DAS reserves the right to request additional or supporting documentation.

## **Limited Liability Partnership:**

- ☐ **Certificate of Limited Liability Partnership:**  
A legal document (registration) filed with the Secretary of State's Office when the Limited Liability Partnership is formed that establishes your business as a legal entity within the State of Connecticut. We will attempt to obtain this information from the Office of the Secretary of State. If we are unable to verify this filing, we will request further information or clarification from you.
- ☐ **Fiscal Year Federal Tax Returns:**  
A copy of the entire tax document is required. If an updated tax return is unavailable, we will accept a statement of annual gross receipts on your accountant's letterhead and a copy of your Federal Extension Request, if applicable, until you have completed your income tax return. The letter must indicate the accounting method used. You will be required to send a signed copy of your Federal Tax Return when completed. The company will not be required to submit a letter from accountant or a Federal Tax Return if the company indicates they have not filed a Federal Tax Return because the company is a DORMANT Company: The company must indicate in writing they have considered the company dormant for the past fiscal year.
- ☐ **Limited Liability Partnership Agreement:**  
A written agreement that establishes the structure of the relationship between the partners of the organization. The agreement will usually include the share of profits (or losses) each partner will take, the responsibilities of each partner, what will happen to the business if a partner leaves, as well as other important aspects of the business. A signed copy is required
- ☐ **Trade Name Certificate:**  
Persons doing business under a name other than their own must file a trade name certificate in the Town Clerk's office. Contact your Town Clerk's office to obtain a copy.